



OFFICE OF INDIAN AFFAIRS.

RULES

FOR THE

INDIAN SCHOOL SERVICE.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1898.



OFFICE OF INDIAN AFFAIRS.

RULES

FOR THE

INDIAN SCHOOL SERVICE.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1898.

NOTE.

These rules for the Indian school service, having received the approval of the honorable the Secretary of the Interior, are hereby promulgated for the government of Indian schools.

All rules, regulations, and circulars inconsistent with or contrary to their provisions are repealed.

It should be the duty of all employees to familiarize themselves thoroughly with these rules.

W. A. JONES,

Commissioner of Indian Affairs.

JUNE 8, 1898.

P.4565

RULES FOR THE INDIAN SCHOOL SERVICE.

1. The preparation of Indian youth for the duties, privileges, and responsibilities of American citizenship is the purpose of the governmental plan of education. This implies training in the industrial arts, the development of the moral and intellectual faculties, the establishment of good habits, the formation of character, and preparation for citizenship. The development of this plan should be through the medium of permanent and well directed efforts.

2. Indian schools are divided into nonreservation boarding schools, reservation boarding schools, and day schools.

3. These schools should be conducted upon lines best adapted to the development of character, and the formation of habits of industrial thrift and moral responsibility, which will prepare the pupil for the active responsibilities of citizenship.

4. The administration of the Indian-school service is vested in the Commissioner of Indian Affairs, subject to the direction of the Secretary of the Interior.

SUPERINTENDENT OF INDIAN SCHOOLS.

5. It shall be the duty of the superintendent of Indian schools, under the direction of the Commissioner of Indian Affairs, to assist in the administration of the educational work of Indian schools; to organize Government schools for Indian youth; to prepare courses of study and circulars of instruction concerning the educational management of the schools and methods of instruction; to examine and recommend textbooks and other school appliances; to visit and inspect Indian schools, and from time to time to report to the Commissioner of Indian Affairs concerning their condition, defects, and requirements, and to perform such other duties as he may direct.

SUPERVISORS OF INDIAN SCHOOLS.

6. There shall be five supervisors of Indian schools, each being assigned to a supervisor's district.

7. The supervisors' districts as at present constituted are as follows:

No. 1. Schools located in the States of Utah, Colorado, Kansas, Oklahoma, and Indian Territory, and the Territory of New Mexico, with the exception of the Navajo Reservation.

No. 2. Schools located in the States of Nevada, California, the Territory of Arizona, the Navajo Reservation in New Mexico, and schools in Oregon south of the forty-third parallel of latitude.

No. 3. Schools of Nebraska, South Dakota with the exception of the Standing Rock Reservation, and the Pipestone School in Minnesota.

No. 4. Schools in Oregon north of the forty-third parallel of latitude, Washington, Idaho, Montana, and Wyoming.

No. 5. Schools in the remainder of the States.

These districts may be changed from time to time by special order of the Commissioner of Indian Affairs whenever he deems it for the best interest of the service.

8. It shall be the duty of supervisors of Indian schools to organize and inspect the various Indian schools in the districts to which they may be assigned, and to perform such other duties connected with the Indian school service as may be imposed upon them by the Commissioner of Indian Affairs.

9. The supervisor has general oversight of all schools in his district, both Government and contract, including public schools in which Indian children are educated at Government expense. He must acquaint himself with the educational status and needs of each reservation and of all the Indians in his district, and report from time to time to the Indian Office the facts and his recommendations. After each inspection of a school he will make a special report upon the same with definite recommendations. He must visit each school as often as practicable and note its organization, grading, promotion of pupils, discipline, and methods of instruction (personally examining the classes), character and condition of school buildings and premises, culinary and other domestic arrangements, industries taught and how they are carried on, amount of land cultivated and stock cared for, what improvements or extent of industrial training and plant will be advantageous and practicable; the character, efficiency, and adaptability for the position occupied of each school employee; sufficiency in quality and quantity of subsistence supplies, clothing, furniture, books, and apparatus; and particularly the tone of the school and the methods employed for developing moral character in the pupils. Buildings in course of erection should be especially examined to ascertain if materials and workmanship are good and thorough and in accordance with contract, and the necessity for enlargement, repair, or remodeling of buildings should have careful attention. He shall examine critically all school records and see that they are properly kept. The supervisor must do all in his power to increase the attendance of pupils at school, and he must impress upon parents and children the necessity of education and industrial training.

10. During the closing and vacation months each supervisor is expected to visit schools in his district and determine by suitable tests what children are ready for transfer from reservation and nonreservation boarding schools to other schools. He will ascertain, as far as pos-

sible, the name of the school to which it is desirable to transfer each child, and whether or not the consent of the parents will be obtainable, and transmit to the Commissioner of Indian Affairs lists of names of such pupils, together with any data or information necessary, as rapidly as the same may be collected. He will also report lists of pupils ready for transfer whose continuance at their respective schools may be specially desirable, together with reasons for their continuance.

SPECIAL INDIAN AGENTS.

11. Special Indian agents may be required, in addition to their regular duties, to perform those ordinarily assigned to supervisors of Indian schools.

AGENTS.

12. The agent, under the rules and regulations of the Indian Office, has charge of, and is held responsible for, all school work among the Indians on his reservation. He shall enforce these rules and regulations with firmness and tact, and promote by all legitimate means in his power educational work intrusted to his care. He shall visit and inspect all schools on his reservation as often as necessary, keep informed of their condition and requirements, the advancement or retrogression of the pupils, the manner and methods of employees in the discharge of their duties, and make quarterly reports of all matters of general interest to the Indian Office. He shall see that the pupils have proper training in all respects; that abundant and wholesome food, suitable clothing, sufficient fuel, and an ample supply of good water is provided; that sanitary laws and regulations are complied with; that the buildings are kept in repair and are properly heated, lighted, ventilated, and cared for; that the dormitories are not overcrowded, and that proper medical attendance and supervision are afforded.

13. The agent shall, as far as practicable, place in school all Indian youth over 5 and under 18 years of age for whom he has accommodations.

14. No Indian youth over 18 years of age shall be admitted to any Indian school without the consent of the Commissioner of Indian Affairs; but when kindergarten facilities are provided, with the consent of the Commissioner of Indian Affairs, children may be enrolled at 4 years of age.

15. The placing of Indian youth in nonreservation schools should be accomplished with the consent of the parents and agent. The consent of the agent is not a mere perfunctory act upon his part, but in every instance he must look carefully into all the surroundings and conditions of the children proposed for transfer, and be fully satisfied that their best interest will be subserved.

16. When the children have arrived at an age when they can properly appreciate the benefits of further educational advantages, every

effort must be made to induce both parents, guardians, and children to avail themselves of the opportunity presented.

17. Before attempting to collect pupils on a reservation, representatives of nonreservation schools must first report to the agent, who will accord to all properly accredited representatives every facility for securing eligible pupils for transfer. After completing his work, the representative shall submit to the agent a full list of children secured, giving names and ages, and the agent shall carefully canvass this list and strike therefrom the names of all children whose parents refuse to consent, or who, in his opinion, should not be sent away from home. He shall then cause the school or agency physician to make a thorough examination of each child and submit to him in writing the result. Only those reported sound and healthy must be transferred.

18. A complete record of all children transferred from the reservation must be kept by the agent, which record should show names, parents or guardians, tribe, age, date of transfer, and by whom, and for what school collected. Should a child return to the reservation, date of return and physical condition at the time must be noted on this record.

19. The law provides that "the Secretary of the Interior may, in his discretion, withhold rations, clothing, and other annuities from Indian parents or guardians who refuse or neglect to send or keep their children of proper school age in some school during a reasonable portion of each year," and in all cases where it is deemed advisable by the agent to so withhold rations, clothing, or annuities from parents or guardians he will report fully all the facts and reasons for his recommendations to the Commissioner of Indian Affairs for his action. This does not apply to pupils leaving school without proper authority, who are to be returned to the school without delay.

20. When notified by the superintendent of a reservation boarding school or by the teacher of a day school on his reservation of the fact that a pupil enrolled on the agency on which the school is located has left the school without permission, the agent shall promptly return such pupil to the school.

21. Should any parent, guardian, or other person harboring the pupil fail or refuse to deliver him the agency police and school employees, or either of them, shall arrest and return such pupil under the order of the agent. Agency police and school employees are authorized and empowered to arrest and bring before the agent for suitable punishment any person or persons who may hinder them in their lawful performance of this duty.

22. Parents, guardians, or other persons who may obstruct or prevent the agent from placing Indian children of the reservation in the schools thereof, shall be subject to like penalties; provided, that these regulations shall not be construed as authorizing the removal of Indian children from their reservation to be placed in a school outside of such reservation without the consent of the parents or guardians of the children by law required to be first obtained.

23. When the agent is notified of the return to his reservation of a pupil of a nonreservation school, he shall take the necessary steps to inform himself as to the legitimacy of his return. Should he find that the pupil can not produce satisfactory evidence of proper authority for his return, a full report of all the facts must be made promptly to the Indian Office, and the superintendent of the school notified thereof.

24. The agent shall keep to date a census of children of school age on his reservation. Opposite each child's name he shall place the name of the school, if any, which the child attends, and at the close of each fiscal year a copy of this census shall be forwarded to the Indian Office.

25. The agent shall not require of the superintendent of a school under his charge anything inconsistent with his position. He shall give directions in regard to the duties of school employees and other school matters through the superintendent, and all his orders and directions must be obeyed, subject, however, on appeal, to the approval of the Commissioner of Indian Affairs.

26. Over a bonded school within the limits of his agency or adjacent thereto the agent shall exercise advisory supervision and cooperate with the superintendent in every effort for the general welfare of the school, assisting, if necessary, with his police force, in maintaining order, preventing desertions, returning runaways, and enforcing attendance.

27. The agent shall report quarterly the cost of all articles issued to each Government school under his charge during the quarter.

28. He shall, immediately after the close of each quarter, report to the Indian Office the name, tribe, age, and sex of each pupil, and number of days the pupil has attended school during the quarter.

29. He shall, at the close of each month, cause the superintendents and day-school teachers of the schools under his charge promptly to prepare a monthly report of the attendance upon each school and forward it immediately to the Indian Office.

30. At the close of each fiscal year he shall submit in his annual report a full report of all educational work under his supervision during the year, accompanying the same with special reports of the superintendents and day-school teachers.

31. About April 1 of each year he shall submit a list of such positions and salaries as he shall deem necessary for the ensuing fiscal year, accompanying the same with a list of the positions and salaries for the current fiscal year.

32. Not later than September 1 in each year he shall submit, in order that the Indian Office may prepare its annual estimate for support of schools for the succeeding fiscal year, a separate estimate for each school under his charge, showing the amount which in his opinion will be required for its successful conduct. This report should be a clear and definite statement of the requirements of the school.

33. On April 1 and December 1 in each year he will submit an "Efficiency report" of all employees at his schools, prepared by the superintendents thereof, together with such remarks and recommendations as he may desire.

34. It shall be the duty of the agent to visit all public schools within the limits of his reservation and adjacent thereto in which Indian pupils are taught, and from time to time report upon their condition and efficiency.

35. Applications for contracts with public schools will be referred to the nearest Indian agent, and it shall be his duty to investigate the application and indorse his recommendations thereon before transmitting it to the Indian Office.

36. When special reports are called for, the agent will promptly prepare and forward them.

SUPERINTENDENTS OF BONDED SCHOOLS.

37. Superintendents who are required to give bond for the faithful performance of their duties are, so far as the same are applicable, under the same rules and regulations as those prescribed for agents.

38. Industrial teachers or other persons who are required to give bond before taking charge of schools are, so far as the same can be applied, considered under the rules and regulations governing agents.

39. These bonded officials report in all cases directly to the Commissioner of Indian Affairs.

40. Bonded superintendents and other bonded officials have entire control of the schools under their charge, subject to the regulations for the conduct of unbonded schools. They are authorized to establish such special regulations regarding the details of the school work as circumstances may require; to determine, within the limits of these rules and the orders of the Indian Office, the duties of employees; to direct the work of the school; to administer discipline, and to be accountable for money earned and expended by pupils, keeping a strict account thereof and making quarterly reports to the Indian Office.

41. Bonded superintendents of schools situated within the limits of a reservation must cooperate with the agent in all matters relating to the educational affairs of their schools.

RESERVATION SCHOOL SUPERINTENDENTS.

42. Superintendents and principal teachers in charge of boarding schools under agents are the executive officers of the agent, through whom the affairs of the school are administered.

43. The superintendent shall have general charge, under the direction of the agent, of the school premises, including buildings and grounds allotted for school purposes, and be responsible for the care and proper protection of the same.

44. He will also keep an account of all Government property that may be in his possession directly or indirectly, in order that proper and accurate returns of the same may be made as the agent may direct. Superintendents will be expected to keep themselves fully advised as to the condition of all Government property, stores, etc., in their charge, and to advise the agent from time to time when, in their judgment, such property, etc., becomes unserviceable, that prompt measures may be taken for the disposition of the same by condemnation or otherwise.

45. He shall keep on file a map of the school grounds, plans of buildings, and data with reference to the same.

46. He shall have the immediate control of the school, be responsible for its discipline, for the character, conduct, and efficiency of the employees, for the gradation, classification, and promotion of pupils, their moral and industrial welfare and progress, and the distribution of labor among the employees. He shall act as principal teacher, unless a principal teacher is provided for the school.

47. He shall arrange a programme of schoolroom exercises and industrial work, and assign employees to their duties and responsibilities in accordance therewith, defining the work of each. He shall decide upon the hours of recitation and industrial work for each pupil and approve the daily details.

48. As the occasion demands, he shall hold meetings with the school employees for consultation as to the general welfare of the school.

49. In his intercourse with employees he shall be courteous and kind, and support them within the lawful limits of their authority.

50. He shall issue his orders to the heads of the various departments, and hold each one to a strict account for their proper performance. His criticism of the conduct and work of employees must be in private, and the strict rules of official courtesy must at all times be maintained.

51. In cases of controversy or want of harmony, which the superintendent is unable to settle amicably, the entire matter must be referred to the agent. If the agent is not able to restore cordial relations, all the facts must be reported to the Commissioner of Indian Affairs.

52. The superintendent, when it is practicable, should reside in the school building. He shall personally inspect daily the various departments of the school, and at least twice a week inspect the dormitories and hospital.

53. All cases of infectious or contagious diseases must be promptly reported by the physician, nurse, or matron to the superintendent, who shall take immediate steps for the isolation of the patients. He shall take special care to isolate cases of pulmonary tuberculosis, providing antiseptic cuspidors and using every precaution to prevent the disease from communicating itself to others through sputa or breathing out infected air.

54. The superintendent shall use all proper means within his power to retain pupils in continuous attendance at the school during the entire

year, except when the school is closed for vacation. Visits of pupils to their homes should be as brief and infrequent as possible.

55. The superintendent shall keep on file a full and complete record of all pupils enrolled at the school, preserving carefully both their Indian and English names. At the end of each school year after enrollment there should be added an entry as to the physical, moral, and intellectual standing and progress of the pupils, and, finally, the date and reason of separation from the school.

56. He shall keep the agent fully advised, by written reports, as to the new pupils entering the school, showing names, sex, age, tribe, residence, date of entering school, together with such other data as may be required.

57. The superintendent shall keep the agent advised of all prospective changes in the employee force of his school.

58. At the close of each fiscal year he shall submit an annual report, giving a full history, for the year, of the school and of each of its departments. For the preparation of this report he may require written reports from the employees under him.

59. He shall, at the date on which the general efficiency reports of employees are required, prepare the same for submission to the agent, and transmission by him, with his approval or disapproval.

60. It shall be the duty of superintendents and acting superintendents of Indian schools to receive and control all mail matter addressed to pupils of their respective schools who are minors, and to withhold the same from delivery where, in their opinion, it contains unmailable or otherwise improper communications or articles. All mail matter so retained shall be promptly turned over to the postal authorities. Other improper communications shall be returned to the writer or forwarded to the Indian office for further disposal.

61. During the absence of the superintendent of the school his duties shall, for the time being, devolve upon the principal teacher, if there be one for the school; but if there is no principal teacher, then the superintendent, with the approval of the agent, shall designate one of the employees to act for him during his absence.

62. The superintendent, where there is no industrial teacher, shall designate some one of his industrial force to have the special care of the school grounds; and it shall be the duty of this employee, by himself and through details, to keep the same in a neat and artistic manner.

SCHOOL EMPLOYEES.

63. The employees usually authorized to assist the superintendent of the school in its conduct are as follows: Assistant superintendent, clerk, physician, principal teacher, teachers, kindergarten, manual-training teacher, matron, nurse, seamstress, laundress, baker, cook, industrial teacher, disciplinarian, farmer, shoe and harness maker, carpenter, tailor, engineer, night watchman, and various assistants, together with such special employees as may be designated.

ASSISTANT SUPERINTENDENT.

64. In the absence of the superintendent of the school, the assistant superintendent shall act as superintendent of the school. He shall perform the duties of principal teacher and in all other matters act as the assistant of the school superintendent in the management, control, and direction of the school.

CLERK.

65. The clerk of the school shall perform such clerical duties as may be required of him.

PHYSICIAN.

66. The school physician, while responsible to the superintendent and under his orders, shall have charge of all sanitary matters connected with the school.

67. The school hospital shall be under his immediate supervision; he shall prescribe its general regimen, give instructions in particular cases, and decide upon the admission and dismissal of patients. The employees of the school hospital shall be under his immediate direction, though their duties shall be assigned them by the superintendent.

68. He shall thoroughly examine pupils proposed for transfer to other schools, and, when requested, he shall examine Indian children previous to their admission to reservation schools with reference to incurable, infectious, or contagious diseases that might affect other pupils or be seriously aggravated by the confinement incident to school work.

69. He shall make to the Indian Office, through the superintendent, a monthly and an annual report of the sanitary condition of the school, and shall keep a permanent record of all cases treated.

70. In addition to his professional duties, he shall, at the request of the superintendent, give the pupils simple instruction in the elements of physiology and hygiene, explaining particularly the necessity for proper habits in eating and drinking, cleanliness, ventilation, and other hygienic conditions; the manner of treating emergency cases, such as hemorrhage, fainting, drowning, sunstroke, etc. Classes of the most advanced and intelligent pupils should be instructed in regard to the nursing and care of the sick.

71. Where there is no school physician these duties will devolve upon the agency physician, so far as practicable. He shall be subject to the orders of the agent, but in all cases shall be ready to comply, so far as practicable, with the wishes and suggestions of the superintendent. If an agency physician fails to give proper attention to the school hospital, or the medical or sanitary needs of the school, a statement of the case should be presented by the superintendent to the agent, and, if the circumstances seem to demand it, the agent may refer the case to the Indian Office.

PRINCIPAL TEACHER.

72. In the absence of the superintendent and assistant superintendent, the principal teacher shall act as superintendent of the school. Under directions from the superintendent, he shall have charge of the school-room exercises. He shall arrange classes, define hours of study and recitation, supervise the literary work, teach classes as the superintendent may direct, and perform the duties of any teacher who may be temporarily absent. He shall assign to each teacher his specific duties.

TEACHER.

73. The duties of each teacher and assistant teacher shall be those assigned by the superintendent or principal teacher of the school.

74. Where there is but one teacher he shall be secretary of the school and shall keep the school register. Any teacher may be required by the superintendent to assist in clerical or other work incident to the school.

KINDERGARTEN TEACHER.

75. The kindergartner shall have control and direction of the kindergarten, and, subject to the supervision of the superintendent, make the necessary rules therefor.

MANUAL TRAINING TEACHER.

76. The manual training teacher shall have charge of the classes in manual training. He shall teach the application of the arts and sciences to the mechanical trades, including the proper care and use of tools. The importance of this branch of school work can not be overestimated, as this teacher has the supervision of all mechanical industries of the school, partly to render the work of these industries more systematically effective and partly in order to bring about in a mutually methodical and effective way the needed organic connection between the class-room work and the mechanical industries. Without such supervision and direction the mechanical industries will scarcely rise above the dignity of shops. Their chief aim will be to satisfy the economic needs of the school. To these the educational features of the respective industries will be even more or less subordinated. The Indian boys detailed to the shops will remain mere apprentices and will rarely, if ever, be students of their trades; but while it is proper that the school shops may be made self-sustaining by turning out serviceable work in sufficient quantity, it must not be overlooked that their chief purpose lies in the direction of the educational features of their work. When there is no regular carpenter for the school, he shall also perform the duties appertaining to that position.

MATRON.

77. The matron, subject to the directions of the superintendent, shall be responsible for the domestic management of the school. She shall

have the care and oversight of the dormitories and, either personally or through her assistants, shall see that the beds are properly cared for; that the toilet of the girls is carefully made each morning; that the clothing of the pupils is kept in proper condition, and that care and attention are given the sick pupils.

78. The matron shall see that the work in the kitchen, laundry, sewing room, dining room, dairy, and other departments of domestic economy is properly performed. She shall make the necessary details of girls for such work and for instruction in these departments.

79. The matron is expected ordinarily to reside in the girls' building, where she can at all times have supervision over the girls.

80. The matron shall have charge of assistant matrons, and shall assign to them their various duties.

81. One of the assistant matrons shall, in connection with the industrial teacher, have the care of the boys' buildings, and the small boys shall be specially under her supervision and oversight.

NURSE.

82. So far as hospital and kindred work requires, the nurse shall be under the direction of the physician.

83. Where the school is supplied with a regular trained nurse, she shall be under the direction of the physician, if there is one authorized; otherwise under the direct orders of the superintendent of the school.

SEAMSTRESS.

84. The seamstress, with the assistance of the girls, shall do the sewing and mending required for the school, and teach the girls to make and mend clothing.

LAUNDRESS.

85. The laundress, with the assistance of the pupils, shall do the washing and ironing required for the school. Laundering for employees may be done in the school by the laundress, if such work will not interfere with the proper discharge of her duties or necessitate the employment of an assistant laundress; but if such laundering is done, the employees must pay for the same—the pay to be given to the pupils and laundress who perform the work, upon basis approved by the superintendent.

COOK.

86. The cook, with the assistance of the pupils, who shall be regularly detailed for that work, shall prepare all food required for the school, attend to setting the tables, washing the dishes, and cleaning the lamps each day; see that everything in the kitchen and dining room is kept in proper order, and that the kitchen and dining room are locked at night, and shall be responsible for all articles in her department.

BAKER.

87. The baker shall have charge of the bakery, and whenever necessary shall assist the cook.

INDUSTRIAL TEACHER.

88. The industrial teacher, under the direction of the superintendent, shall attend to all the outside manual labor connected with the school, cultivate thoroughly the school farm and garden, care for the stock belonging to the school, keep a supply of fuel on hand, make repairs on buildings, and see that the school property and grounds are kept in good order. All such work shall be done, with his assistance and supervision, by the boys of the school regularly detailed for that purpose. He shall perform such other duties as may be required of him by the superintendent. When there is a regular farmer, the industrial teacher shall, when necessary, assist in all farming and gardening operations.

DISCIPLINARIAN.

89. The disciplinarian shall be specially charged with the discipline of the school, and such other duties as may be assigned him by the superintendent.

CARPENTER.

90. The carpenter shall make all necessary repairs to the buildings, outhouses, fences, etc., which can be performed by his own labor or with the assistance of the boys. He shall make weekly inspections of the plant, in order that he may be informed of its condition. When necessary, his reports should be made the basis of estimates to be submitted to the Indian Office.

FARMER.

91. The farmer shall have charge of the farm, garden, and stock, and be responsible for their careful management and condition.

ENGINEER.

92. The engineer shall have the care of the steam heating and electric-light systems.

FEMALE INDUSTRIAL TEACHER.

93. For certain reservations there are appointed female industrial teachers whose duties cover everything connected with domestic work, sewing, care of children, nursing the sick, improvement of house and premises, organizing societies for mutual moral and social advancement of old and young, in fact anything which women of good judgment, quick sympathies, fertility of resources, large practical experience, abundant energy, and sound health can find to do among an ignorant,

poor, superstitious, and confiding people. This work should be accomplished by kindly house to house visitations, with practical lessons then and there of how to do what needs to be done to make the Indian habitation a true home. These employees are directly under the orders of the agent.

OTHER EMPLOYEES.

94. The specific duties of tailors, shoe and harness makers, black smiths, nurserymen, etc., are assigned by the superintendent and are indicated in the names of the positions.

95. Employees filling assistant positions are required to faithfully aid and assist their principals in the proper discharge of the duties assigned them.

96. When it is necessary to assist the industrial teacher some employee shall be required by the superintendent, in addition to regular duties, to see that the boys retire properly; that their clothing and persons are suitably cared for; that they are regularly bathed; that their toilet is neatly made in the morning, and that they are prompt at meals and details; also to keep a correct record of absentees.

97. Some one shall also be designated by the superintendent to have charge of the ringing of the bells and keeping the time for school.

98. Indians shall be employed in preference to whites in positions which they are competent to fill.

99. All employees are required to be faithful and earnest in the discharge of their duties, and to render prompt and loyal obedience to the orders of the agent and superintendent. Harmonious cooperation among all those in the service is essential to the success of the school. Each employee must cheerfully assist in the work of any other employee should necessity require.

100. While the duties of the position are ordinarily defined in the name, yet employees may be called upon to perform duties of a different character for which they are fitted or as necessity requires. No employee must be assigned, however, wholly to a position of a radically different grade or class, except temporarily, which fact must be reported to the Indian Office.

APPOINTMENTS, REMOVALS, AND PROMOTIONS.

101. All appointments, transfers, removals, and promotions in the Indian school service are made by the Commissioner of Indian Affairs, the appointments (except in the case of Indians) being made from the certification of eligibles furnished by the Civil Service Commission. In the case of the appointment of a bonded superintendent of a school the selection is subject to the approval of the Secretary of the Interior.

102. Appointments are considered permanent so long as the position occupied is retained, provided the probational service of the appointee has been satisfactory to the Commissioner of Indian Affairs.

103. The probational period of a school employee expires at the close of the school year in which the appointment was made. Unless an adverse report has been approved the appointment is made permanent.

104. In cases of emergency requiring immediate appointment to the position the agent may fill a vacancy temporarily, and must report his action at once to the Indian Office.

105. All changes in school employees must be reported on the blank "Report changes of school employees" as soon as the changes occur.

106. No appointment or relief of an employee must be reported until the employee has actually entered on duty or terminated service.

107. All positions and salaries in the Indian service expire June 30 of each year; therefore the relief of an employee whose service terminated on that date must not be reported, but any service terminating prior to that date must be promptly reported.

108. Unless specially ordered otherwise by the Commissioner of Indian Affairs, or unless the position has been abolished, the reappointment of all persons on the rolls June 30 of each year must be promptly submitted as of July 1 succeeding. An employee on leave, however, is considered on duty.

109. The names of day-school employees should be submitted when they begin service. The names of employees of day schools who do not have vacation in July should be submitted July 1, relieved on the day before their vacation commences, and resubmitted on the date they begin service after vacation.

110. All officers and employees of whatever designation, except persons merely employed as laborers or workmen, and persons who have been nominated for confirmation by the Senate, however or for whatever purpose employed, whether compensated by a fixed salary or otherwise, who are serving in or on detail from the Indian school service are in the classified service.

111. Indians may be appointed as superintendents, teachers, manual-training teachers, kindergartners, and physicians upon noncompetitive examinations, which shall consist of such tests of fitness not disapproved by the Civil Service Commission as may be determined upon by the Secretary of the Interior.

112. For all other positions in the Indian service Indians may be appointed by the Commissioner of Indian Affairs without examination.

113. For minor positions paying a salary of \$300 or less per annum the agent may appoint competent Indians, subject to the approval of the Commissioner of Indian Affairs.

114. All Indian appointees must submit upon proper blanks their history qualifications for the position, etc., before the appointment will be made permanent.

115. All persons in the Indian school service are engaged with the distinct understanding that character, merit, efficiency, health, and special qualifications for the work required are the only considerations

upon which they can hope to be retained or promoted. Removals will be made for cause, such as immorality, incompetency, indolence, violent temper, and neglect of or refusal to perform duty, and also for manifest physical disability. An adverse report of any officer of the department to whom the Indian Office has a right to look for information regarding the conduct of the schools will ordinarily be deemed sufficient cause for suspension or removal of any school employee.

116. When an agent is of the opinion that the superintendent or any other school employee is not a fit person for the place he holds, or is not adapted to perform its duties, the agent shall make written report of the fact to the Commissioner of Indian Affairs, stating specifically his reasons for his opinion. And when the superintendent of any Government-school is of the opinion that any employee thereof is not efficient or is not adapted to the work required of him, it shall be his duty to report the fact in writing to the agent, stating specifically his reasons for the opinion. The agent shall forward this report to the Indian Office, with such recommendations in relation thereto as he may deem it his duty to make.

117. The agent shall not suspend a superintendent or other school employee without authority first obtained from the Commissioner of Indian Affairs, except when the moral welfare or the discipline of the school imperatively demands summary action, in which case he may make such suspension and select a competent person to perform the duties temporarily, reporting immediately to the Indian Office full and specific reasons for the action taken.

118. So far as practicable, the office desires to promote to higher grades the employees who have manifested special aptitude for other work, or who have distinguished themselves by devotion to duty. The "Efficiency reports" will largely be the basis of these promotions.

119. Executive order of July 27, 1897, amendatory of Civil-Service Rule II, provides that "no removal shall be made from any position subject to competitive examination except for just cause and upon written charges filed with the head of the Department or other appointing officer, and of which the accused shall have full notice and an opportunity to make defense."

120. If any employee in the classified service shall be guilty of any offense in such a degree, or shall be inefficient to such an extent, as to appear to warrant removal from the service, it shall be the duty of the agent having charge of his or her official work and conduct to prefer to the Commissioner of Indian Affairs written charges, stating specifically the ground of complaint, and at the same time furnish a copy thereof to the accused. Within three days thereafter the latter may, through the agent, submit to the Commissioner of Indian Affairs a defense in writing, and in default thereof it will be considered that the defense is waived. (See Department Circular, October 27, 1897.)

121. Employees at Government boarding schools must understand when they accept the appointment that the conditions of life in an Indian boarding school differ from ordinary school or home life; that the work will be difficult and confining, with little opportunity for recreation or social pleasure; that long hours of service are required, and that every employee must be willing to work night or day if special emergencies arise; that the duties of an employee do not end at a given hour, but may be continued indefinitely. It also must be understood by anyone entering this service that additional duties, or duties entirely different from those usually attached to the position to which he or she is regularly assigned, may be required. Efficiency and success can come only to those who are interested in the education of the Indian, physically able for the arduous duties to be performed, and willing to do whatever is necessary for the good of all concerned. No person should offer himself for a position in this service who is encumbered with the care of children or invalids, or is in any way hampered in giving to the Government full time and best service.

122. Employees pay their own traveling expenses to the school and for their board while there; but quarters will be provided at the school.

123. The furnishing of quarters must not be considered as a matter of right, and therefore in their assignment of rooms to employees superintendents will understand legitimate dormitory space must not be encroached upon. If necessary, two or more persons must occupy one room, and employees with families must content themselves with the same space, unless otherwise ordered by the Commissioner of Indian Affairs.

124. The salary of a teacher has no relation whatever to the grade or class intrusted to his or her care. If a teacher is promoted in salary, it does not imply a change in work. The teacher who has the highest class may have the lowest salary, and vice versa. Assignment to any class must be based only on the teacher's skill and availability. Increase of salary will rest upon proved efficiency in the work and, other things being equal, upon successful experience.

125. To prevent importunities for promotion or transfers, applications for such promotions or transfers made by the employees themselves or at their instigation, will not only be absolutely fruitless, but if persisted in may imperil their positions. The Commissioner of Indian Affairs has ample means of ascertaining the title of employees to promotion without recourse to their own testimony or that of persons unconnected with the Department. (Department Circular, June 10, 1898.)

126. Transfers from one school to another will not be made during the school year except for good and valid reasons.

127. Transfer of an employee for want of harmony with the management of the school will not be tolerated. If an employee can not

perform the duties of the position satisfactorily and efficiently in one school, no transfer will be given to carry on the same conduct, in all probability, in another. Such person must remain at the school and perform the duties of the position efficiently and satisfactorily or be relieved. Agents and superintendents will in such cases be expected to submit definite recommendations looking to a removal from the service.

CORRESPONDENCE.

128. All communications to the Department must be addressed to the Commissioner of Indian Affairs.

129. The agent shall forward to the Commissioner of Indian Affairs all communications relating to official school matters which the school superintendent or any employee may request, accompanying the same with remarks or recommendations as he may think proper to submit.

130. Direct correspondence between employees and the Indian Office is positively prohibited.

131. If the agent fails or refuses to forward, as requested, any communication from an employee to the Commissioner of Indian Affairs, it may be sent to the Commissioner direct, with full and explicit reasons for doing so.

132. In all official correspondence schools shall be designated by the terms provided in the law making appropriations for their support or in the authority of the Department establishing the same.

DAY SCHOOLS.

133. Day schools are usually located in the midst of Indian communities, in order that the early processes of education may be carried on upon the threshold of their own homes. Instruction in them is begun at an early age, affording a sound basis for more advanced education to be afterwards gained in the higher schools. Because of the influence of children upon parents in their homes the day school should furnish valuable aid in the civilization and improvement of the tribe. When situated remote from the agency, they provide object lessons which would not otherwise be given, where advice may be sought, simple remedies suggested, and the good results of industry and order exemplified.

134. Children residing within a reasonable distance of a day school should be enrolled as early as 5 years of age, and be continued as day-school pupils until they may be fitted for further education and training at the reservation or nonreservation boarding schools.

135. During the period of training in day schools, children must be given a thorough course of elementary instruction, special pains being taken to overcome their timidity; to teach them confidence in themselves and their teachers; to speak promptly and clearly when reciting or when spoken to, and to require rapidity of thought and exertion so

far as it is consistent with accuracy. Personal cleanliness with neatness of clothing, care of books, and of the school premises, should be constantly inculcated and taught by example as well as by precept.

136. Where facilities for gardening exist the boys should be taught how to raise vegetables.

137. The day school should be a civilized home among the Indians, and in order to emulate the example set both the children and parents, all school girls of suitable age should be taught housewifery, repairing and mending clothes, bread making, other plain cooking, etc.

138. Day schools are in charge of the teacher, whose duties are to see that the theory of Indian schools is carried out so far as his ability and circumstances will permit.

139. At some day schools it may be advisable to furnish a noonday lunch, requests for the establishment of which must be very full and explicit.

140. For schools where a noonday lunch is given housekeepers are appointed, and it is preferable that the positions of teacher and housekeeper be filled by a man and his wife.

141. The housekeeper shall prepare the noonday lunch, with the assistance of such girls as may be enrolled. She will give them instruction in domestic economy and be to them a "mother" and a friend.

142. Housekeepers, when active work is not pressing, should encourage the mothers of pupils and other women living in their vicinity to fashion and mend garments and to teach other domestic arts. One afternoon each week may well be devoted to this purpose and the women encouraged to attend, bringing with them suitable work. With the assistance of advanced pupils much valuable information can in this way be imparted and the confidence and interest of parents stimulated.

143. The teacher will classify the pupils, so far as practicable, according to the prescribed course of study.

144. Each teacher shall prepare and follow a regular programme of exercises, interspersing recitations and study with singing, calisthenics, and intermissions.

145. Teachers shall open their respective schools with appropriate exercises each day. They are expected to stimulate and encourage pupils, and to use skill and ingenuity in adapting usual methods to the instruction of children who must acquire the language in which they are taught.

146. A session of a day school begins at 9 o'clock and continues until 4 p. m., unless otherwise authorized, with such intermissions as the age and welfare of the children may require. Sessions must be held on each day of the week, Saturdays, Sundays, and legal holidays excepted.

147. School rooms are under the control of the teacher, who is authorized to detail pupils to care for the same, but the agent is responsible for the buildings and public property therein.

148. If there be an assistant teacher, the assistant shall have supervision of this part of the school work, and shall perform such other

school duties as may be assigned by the teacher. The assistant teacher shall not, however, be required to perform personal service for the teacher.

149. Rules relating to boarding schools, the conduct of school employees, their appointment and removal, and their relations to the agent, shall, as far as practicable, be in force at the day schools.

VACATION AND LEAVES OF ABSENCE.

150. During the fiscal year boarding schools shall be in session during four terms of ten weeks each, ordinarily beginning the first week of September and ending the last week in June. Schoolroom exercises may be omitted during a recess of not less than five nor more than ten days at Christmas and again in the spring, when "spring work," both inside and outside the house, demands special attention; also, upon the public holidays provided for in these rules.

151. The school year for day schools is ten months, and the salary allowed day-school teachers is for ten months of service, or pro rata for any less period. Not exceeding five days will be permitted as a Christmas holiday at these schools, but the public holidays must be observed, as provided for in these rules.

152. No other interruption of school work will be permitted, except during the two months allowed for vacation, which will ordinarily be July and August. In nonreservation schools pupils will be retained throughout the year, and the vacation will consist only of intermission of schoolroom exercises and suitable variations in the industrial routine. So far as practicable the same shall obtain among reservation schools; otherwise they may be closed for vacation.

153. In some schools it may be better that the vacation occur at some other time than during July and August; for instance, during sugar making in the Spring, or during hop-picking season in the fall, or later than the 1st of July, so as to have the pupils on hand just at the time when the farm work is most important, and when the supply of vegetables, etc., for the school table will be most abundant. No changes, however, in the dates of opening or closing school, or in the dates or duration of vacation or recess shall be made without previous authority from the Indian Office. Requests for such changes, accompanied by the reasons for the recommendation, must be forwarded to the Commissioner of Indian Affairs.

154. Leaves of absence with pay may be granted by the Commissioner of Indian Affairs not to exceed thirty days in any calendar year. Employees must take their leaves of absence during vacation, if possible, and if taken during term time special reasons why the same are necessary will be required.

155. Leaves of absence with pay where additional expense is entailed upon the Government to have the work of the absent employee performed will not be allowed. If the other employees, by doing extra

duty, can make up for the absence of any employee during such leave, the Commissioner of Indian Affairs, upon the favorable recommendation of the superintendent of the school, approved by the agent, has no objection to granting the same. The fact that it is necessary for some person to be employed to perform the work of an employee on leave is sufficient evidence that such employee could not be spared at that particular time, and payment for such extra service will not be made.

156. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.

157. Day school and temporary employees are not allowed leaves of absence.

158. Leaves without pay will be granted as a favor to the individual only when, in the opinion of the Commissioner of Indian Affairs, the public business will not suffer by the absence, and when reasonable cause is shown—such as important business, personal illness, sickness in family, or emergency of a serious nature. In case it is necessary to employ other assistance the agent will correspond with the Indian Office in regard thereto before making any agreement whatever.

159. Sundays and days declared to be public holidays by law or Executive order will not be charged, except when included in a period of leave without pay.

160. Annual leaves of absence with pay and sick leaves of absence with pay under the law are considered independent of each other.

161. Applications for sick leave with pay will be considered on their merits without reference to the amount of annual leave which may have been taken during the calendar year.

162. Sick leave with pay, to an amount not exceeding thirty days in the calendar year, may be granted, in the discretion of the Secretary of the Interior, upon any one of the following conditions: (1) Where some member of the immediate family of an employee is afflicted with a contagious disease and requires the care and attendance of such employee. (2) Where through exposure to contagious disease, whether in his own family or not, the employee's presence in the school would jeopardize the health of fellow employees. (3) In exceptional and meritorious cases where an employee is personally ill, and where to limit the annual leave to thirty days in any one year would work peculiar hardship. Condition 3 is made up of a group of facts or circumstances which must combine to authorize the granting of leave on account of personal illness. The case must be (1) exceptional, (2) meritorious, and (3) such that a denial of the leave would work not ordinary, but peculiar hardship. What will in this connection constitute an "exceptional" case, a "meritorious" case, and "peculiar hardship" can not be defined in any general rule, but must depend upon the exercise of a reasonable discretion in the consideration of the circumstances.

163. Employees desiring such sick leave must submit an application setting out fully the condition on which the leave is requested, accompanied with such certificates of health officers or physicians, and such statements and recommendations from the superintendent and agent, as will satisfactorily establish the fact.

164. In cases of emergency, such as sickness, death in family, etc., the Indian Office may be requested by telegraph, at the expense of the applicant, to grant the necessary leave.

165. All leaves of absence granted or taken without authority from the Commissioner of Indian Affairs will be deducted from the salary of the employee taking such leave.

166. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.

167. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employees terminate for any cause prior to the expiration of such leaves, the leaves will expire with the termination of service.

168. All absence from duty for any cause, with or without pay, must upon its expiration be reported to the Commissioner of Indian Affairs by the agent, giving the length of absence and the dates of its beginning and ending.

GENERAL CARE OF BUILDINGS AND GROUNDS.

169. In buildings constructed of stone or brick attention must be particularly given to the exterior joints, and any displacement of mortar must be immediately repaired or renewed. Should evidences of disintegration of facing material become apparent, it must be immediately reported to the agent.

170. Frame buildings and the exposed woodwork of all buildings must be kept well painted to avoid the deteriorating effects of the elements.

171. Gutters and down spouts must at all times be kept in thorough repair, and the water from spouts must be led at least 10 feet from the buildings by well-constructed surface gutters of brick or other permanent material.

172. Metal roofing and all metal accessories to buildings exposed to the action of the elements must be kept well painted.

173. Preferably, material of a permanent nature should be used in cases of repairs, where practicable.

174. Cracks and abrasions of plaster must be repaired at once, particularly in dormitory rooms. When coating and redressing of plaster becomes necessary it is recommended that a good hard finish of a com-

mercially-prepared wash be used instead of a plain lime wash. Wall paper is not advised for dormitory or school buildings.

175. Plastered walls must not be defaced by nails being driven therein for hanging clothes or pictures.

176. The use of dormitories for other than their legitimate purpose will not be permitted.

177. Attention must be given to the installation of fire escapes for dormitory buildings, and to modern systems of ventilation, heating, and lighting of all inhabited buildings.

178. Plumbing must receive close attention and be modernized in all its accessories when repairs and extensions become necessary.

179. Drainpipes, particularly those from kitchen sinks, must be periodically flushed with hot dilute caustic soda or concentrated lye.

180. Kitchen and other waste sinks must have strainers at the orifice of waste pipes.

181. It is desirable to dispense with the use of buckets for night service in dormitories; it is therefore advised that a water-closet for emergency purposes be located on each floor of such buildings, and superintendents will give this matter consideration where adequate water and sewer systems exist.

182. School rooms and other rooms occupied by pupils and employees should be given some degree of ornamentation, which, no matter how slight, if done with taste, exercises a refining influence upon the pupils. The matron should see particularly to this portion of her work, in order that the school may be more than a school—that it may be a home for Indian boys and girls.

183. Water and sewer facilities, where they do not exist, should receive the attention of superintendents with a view to their early installation, together with projects for fire protection.

184. So far as practicable, each school shall be provided with facilities for extinguishing fires, such as water tanks, hose, pumps, and other needed apparatus.

185. When adequate fire protection has been provided, it should be placed in charge of the engineer, who shall see each day that the apparatus is in good working order.

186. Where no such provision has been made, in halls, dormitories, commissary rooms, and wherever there is danger of fire, there should be placed pails filled with water, ready for immediate use. These pails must be filled with fresh water at least twice each week. When no engineer is employed at the school some one or more of the employees shall be detailed for this work. This is an important duty and must be placed in competent hands.

187. Schools located in towns and cities where there are organized fire departments should be in such connection with them as to be able to command their services at a moment's notice. The superintendent should consult and secure distinct understanding regarding the matter with the city or town authorities.

188. The grounds around the buildings must receive proper attention, in so far that agreeable designs in landscaping be improvised, diversified with flowers, shrubs, and trees, and swarded areas, producing pleasing and attractive surroundings.

189. Play grounds are more appropriately located in the background, so as not to mar the features of the grounds set apart for ornamental purposes.

190. Attention should be given to roads and approaches to the school site within the bounds of the reservation, with a view to giving them a pleasing appearance.

191. Roads should be systematically laid out and constructed and covered with available metaling. They should be kept well "rounded up," and be provided with gutters of cobblestone or other available material for proper drainage.

192. Heavy teaming should not be permitted over roads designed for carriage travel to the front of buildings.

PUPILS.

193. Employees are not allowed to have pupils in their rooms except by permission of the superintendent, for specified reasons.

194. Pupils should not be required to act as servants of the superintendent or employees. If a pupil, however, desires to render personal service, an arrangement to that end may be made under the sanction of the superintendent, provided that suitable remuneration, agreed upon beforehand, be given the pupil; and provided further, that the rendering of such service be not detrimental to the progress of the pupil in school work.

195. Pupils shall be encouraged to attend the churches and Sunday schools of their respective denominations, and shall be accompanied by employes detailed by the superintendent for that purpose. Pupils who can not thus be accommodated shall be assembled during some suitable hour for religious and ethical exercises of a strictly undenominational character.

196. School room exercises shall occupy not more than five hours of each of the five school days, and each pupil shall average not less than two hours' work in the school room daily.

197. Pupils shall be classified according to their capacity and scholarship, and be promoted from grade to grade, under such rules as may be prescribed by the superintendent of the school.

198. All instruction shall be in the English language. Pupils shall be required to converse with employees and each other in English. All school employees must be able to speak English fluently.

199. There shall be a general assembling of pupils and teachers once each day for appropriate exercises.

200. Pupils shall be gathered together each evening for reading, study, singing, or other suitable exercises, at the close of which they

shall retire in an orderly manner to their dormitories. Teachers and other employees shall assist the superintendent in these exercises as he may direct.

201. The "evening hour" in boarding schools should not be devoted to perfunctory and spiritless so-called study in poorly lighted and ventilated schoolrooms, but should be a true home hour, in which the children are gathered in groups or in a body, occupied in stimulating intellectual entertainments adapted to their age and condition. The singing of songs, the telling of stories, interesting readings and recitations, the stereopticon which takes them to distant lands and reveals the beauties, wonders, and amenities of civilized life, pleasing conversations, entertaining games, as well as opportunities for fancy work and a variety of other art work, should all conspire to make this hour one of the most fruitful of the day.

202. Pupils shall not be removed from the school except with the approval of the school superintendent and the authority of the agent. Once enrolled in a Government school, pupils will be considered members of that school until separated therefrom by authority of the Commissioner of Indian Affairs.

203. Pupils should be kept at school until they have completed the course of study, or so long as they may be benefited by the training which the school can furnish, provided, however, that no youth having passed the age of 21 years shall be continued in school without the explicit consent of the Commissioner of Indian Affairs.

204. Names by which the pupils have previously been known should be retained so far as practicable. If an English name is given to the pupil, the Indian name of the father should be retained as a surname. Vulgar or otherwise offensive sobriquets, such as "Tobacco," "Mogul," etc., should be discountenanced and abandoned.

205. Pupils shall be required to attend meals promptly after proper attention to toilet. At least one employee shall be in the dining room during each meal, to supervise the table manners of the pupils.

206. Special hours shall be allotted for recreation. Provision shall be made for outdoor sports and school excursions, and the pupils encouraged in daily healthful exercise under the eye of a school employee. Simple games should also be devised for indoor amusement.

207. Separate playgrounds, as well as sitting rooms, shall be assigned the boys and girls. It should be so arranged, however, that under suitable supervision they may enjoy each other's society and acquire habits of politeness, refinement, and self-possession.

208. Incurable pupils who exercise a positively injurious influence upon the moral tone of the school may be recommended for transfer to suitable institutions.

209. Where this is not practicable, or where the urgency of the case is great, such pupils may be suspended from the school by its superintendent. In all such cases the superintendent shall report the facts at

once to the Commissioner of Indian Affairs, giving the name, age, sex, tribe, and residence of the pupil, the nature of his offense, and his general character.

210. Fire drills, in which the pupils shall be accustomed at a moment's warning to take their places and pass out of the building in an orderly and quiet manner, should be frequent.

211. Where there is a sufficient number of large boys, a fire company should be organized and drilled at stated times.

212. At least half of the time given to the instruction of each boy and girl should be devoted to industrial work adapted to the locality where the pupil may be expected to reside after leaving the school.

213. Pupils shall not be compelled to perform duties unsuitable to their age, sex, or strength. Therefore, except when necessary, boys should not be assigned to ordinary domestic duties, though they should, very properly, be required to keep their own dormitories in perfect order.

214. The details for work shall be so planned and announced that schoolroom and other duties may not clash and that pupils may know their duties for each hour in the day. Each one should acquire skill in some special line, yet his work should be varied enough to give him an acquaintance with other branches.

215. In the case of the serious illness of a pupil, liable to terminate fatally, superintendents of nonreservation schools shall report the case by telegraph to the agency whence the pupil came, and inform the Indian Office by mail. In the case of the death of a child, he shall at once make a detailed report to the Indian Office and send a copy of such report to said agent. In the report made to the Indian Office he shall state that such report has been sent to said agent, giving the date when such notice was sent.

216. Pupils should be properly instructed as to the value of forest and fruit tree culture, and "Arbor Day" should be celebrated, wherever practicable, with suitable exercises bearing upon the value and importance of the culture. Everything should be done to awaken a deep and intelligent interest in the subject in both parents and pupils.

COLLECTION OF PUPILS FOR NONRESERVATION SCHOOLS.

217. Superintendents of nonreservation schools shall not receive pupils for a shorter period than two years. A pupil received during the first five months of the fiscal year shall be credited with a full year's attendance for that fiscal year. A pupil received after the first five months of the fiscal year shall receive no credit for the fractional year.

218. No pupil shall be returned before the close of the fiscal year which terminates the period for which it was received.

219. Superintendents of nonreservation schools shall report to the respective agents the anticipated return of pupils at least four weeks

before the date fixed for their return, giving Indian and English name and full history of each pupil.

220. If an agent can not find the responsible parents and guardians of pupils to be returned, he will at once report the fact to the superintendent, who will then report to the Commissioner of Indian Affairs what disposition he can make of the pupil, and await orders from the Indian office. In no such case must the pupil be returned without orders from the Commissioner of Indian Affairs.

221. Representatives of nonreservation schools must be fully advised of the rules applicable to the collection and transfer of pupils before attempting to collect them, nor are they authorized to change the rules in any manner whatever.

RATIONS AND SCHOOL MESS.

222. Good, healthful, and well-cooked food should be supplied in abundance. A regular, varied bill of fare for each day of the week shall be prepared and followed. Meals shall be served regularly and neatly. The school farm and dairy should furnish an ample supply of vegetables, fruits, milk, butter, cottage cheese, curds, eggs, and poultry. Coffee and tea must be furnished sparingly; milk is preferable to either, and the children should be taught to use it.

223. The subsistence supplies allowed Indian schools shall be as follows for 100 rations:

Flour or corn meal.....	pounds..	90
Roll'd oats or cracked wheat.....	do....	5
Beef (net).....	do....	90
Or 80 pounds of beef and 10 pounds of bacon.		
Coffee.....	do....	3
Or, in lieu of coffee, tea.....	do....	1
Or, in lieu of either, cocoa.....	do....	2
Sugar.....	do....	12
Beans.....	do....	12
Or rice, or barley, or hominy.....	do....	4
Dried fruit.....	do....	12
Fresh fruit may be substituted in proper season in the ratio of 1 bushel of apples, pears, or peaches, and 30 pounds of grapes, per 100 rations.		
Syrup or molasses.....	gallons..	1½
Potatoes.....	bushel..	1
Onions.....	do....	1
Vinegar.....	quart..	1
Salt.....	pounds..	1
Pepper, or other spices.....	do....	½
Baking powder.....	do....	1
Lard.....	do....	2
Soap.....	do....	10

224. Milk, butter, eggs, garden vegetables, etc., produced on the school farms, may be used in addition to the above. Where vegetables can not be raised they may be purchased under authority of the Indian Office.

225. The subsistence supplies allowed Indian day schools that furnish noonday meals shall be as follows for 10 rations:

Flour or corn meal	pounds..	3
Bacon	do....	1
Or beef	do....	2
Roll'd oats or cracked wheat	do....	$\frac{1}{2}$
Beans	do....	1
Or rice, or barley, or hominy	do....	$\frac{1}{2}$
Dried fruit	do....	1 $\frac{1}{2}$
Or sirup or molasses	pints..	1 $\frac{1}{2}$
Salt	ounces..	4
Baking powder	do....	1
Soap	pounds..	1

226. Milk, butter, eggs, garden vegetables, etc., produced in the school gardens may be used in addition to the above.

227. If it shall seem advisable to add to the variety, without additional expense, by reducing the beef and substituting mutton or fish or additional quantities of rice, oatmeal, corn meal, fruit, etc., it may be done on the recommendation of the superintendent. The quantities in the above ration tables are the maximum allowances, and must be reduced whenever practicable. Any change in the ration involving additional expense shall be made only on previous approval by the Indian Office.

228. The superintendent shall make requisition upon the agent for the quantities of articles required for each week, and when the articles are delivered will receipt for the same upon the requisition.

229. Requisition shall be made and rations furnished only for such pupils as actually attend the school, and only for such time as they are actually in attendance.

230. Upon the request of the agents, the Commissioner of Indian Affairs may permit the giving of Thanksgiving and Christmas dinners at boarding schools. In requesting such authority the enrollment and average attendance at the school must be given, together with full information as to prevailing market prices, etc., of articles proposed to be furnished.

231. At each boarding school there shall be one common "mess" for the employees, who shall, unless excused by the Commissioner of Indian Affairs, participate therein. Its general supervision and direction is vested in the superintendent of the school, who will see that the interests and welfare of each employee are fully protected. The "mess" shall select its own purchasing agent and manager, who, while occupying the position, shall purchase the necessary supplies, etc., for its maintenance. He shall keep a strict and accurate account of all receipts and disbursements, and render a statement monthly or quarterly to the superintendent, who shall carefully audit the same and file with the agent. These accounts and vouchers shall at all times be open to the inspection of any person interested therein.

232. The agent shall see that each employee promptly settles all bills due the "mess."

233. Meals for the "mess" may be prepared by the school cook if such work will not interfere with the proper discharge of her regular duties or necessitate the employment of an assistant cook; but she shall receive from the "mess" a fair allowance for the extra duty assigned to her. A cook who is not a school employee may be hired.

234. The school mess may purchase, from supplies bought for the Indians, such articles of subsistence as may be needed, at cost price, with transportation added. It may also use vegetables, milk, fruit, eggs, etc., produced on the school farm, on paying for such articles at current market rates. Payment for articles so purchased will be made to the agent or a bonded school superintendent, to be accounted for by him as "miscellaneous receipts," class 2 or 4, as the case may be.

GENERAL RULES.

235. Employees should ordinarily reside in the school buildings where quarters are provided for them, otherwise as near the buildings as practicable, and must keep their rooms in order at all times.

236. No person other than an attaché of the school shall be allowed in any school building later than 9.30 p. m. except by special permission of the superintendent.

237. A retiring bell rung at a regular hour shall be the signal for quiet in all dormitories and adjacent rooms.

238. Every night at irregular periods some person or persons duly assigned to such duty shall "make the rounds," visiting every portion of the school building and premises, to guard against fire, prevent intrusion of unauthorized persons, and watch over the conduct of pupils and others.

239. Card playing, gambling, profanity, the use of tobacco, and the carrying of concealed weapons are prohibited, under such detailed regulations as the superintendent may make.

240. Instruction shall be given in music at all schools. Singing shall be a part of the exercises of each school session, and, whenever practicable, instruction in instrumental music may be given. The formation of school bands should also be encouraged.

241. The employments for Saturday shall be arranged by the superintendent and matron to the best advantage of the school.

242. The school buildings shall be furnished throughout with plain, inexpensive, but substantial furniture. Dormitories or lavatories shall be supplied with necessary toilet articles, and pupils shall be led to form habits of cleanliness and neatness. Roller towels are prohibited, and individual towels must be used.

243. Rooms occupied by employees may be furnished with window shades, bedstead, mattress, bedding (except sheets and pillow cases), bureau and mirror, washstand, chairs, and table, and something in the

way of a closet or wardrobe, and may be lighted and heated in the same way that the rest of the building is lighted and heated. If the superintendent or any employee is provided with a dwelling for his private use, separate from the main school buildings, the dwelling may have the allowance of furniture named above for one room, and a cook stove and other necessary appliances for heating the several rooms; but the fuel and light will be at his own expense.

244. Each school should have one sitting room for the use of employees, in which to receive calls and enjoy social intercourse. It will be furnished by the Government with plain furniture, curtains, and carpet.

245. So far as practicable, a uniform style of clothing for the school shall be adopted. Two plain, substantial suits, with extra pair of trousers for each boy, and three neat, well-made dresses for each girl, ought to suffice for week-day wear for one year. For Sunday wear each pupil should be furnished a better suit. The pupils shall also be supplied with underwear adapted to the climate; with night clothes, and with handkerchiefs, and, if the climate requires it, with overcoats, or cloaks, and overshoes.

246. There shall be a flagstaff at each school, and in suitable weather the American flag shall be hoisted in the morning and lowered at sunset daily.

247. New Year's Day, Franchise Day, Washington's Birthday, Arbor Day, Decoration Day, Fourth of July, Thanksgiving Day, and Christmas are to be appropriately observed as holidays.

248. Disciplinary measures shall be devised with reference to local and individual needs, and on the principle that the school is a formative and not a penal institution.

249. In no case shall the school employees resort to abusive language, ridicule, corporal punishment, or any other cruel or degrading measure.

250. If practicable, a farm, a garden, and an orchard shall be connected with each school, and especial attention shall be given to instruction in farming, gardening, dairying, and fruit growing.

251. Every school should have horses, cattle, swine, and poultry, and, when feasible, sheep and bees, which the pupils should be taught to care for properly. Wherever practicable the school should raise its own beef, and thus train the boys in stock raising, including grazing and herding.

252. The farm, stock, dairy, kitchen, and shops shall be so managed as to yield all that they are capable of producing. Waste in any department must not be tolerated. At the same time it must not be forgotten that training of pupils, not money-making, is the prime object to be attained.

253. The blacksmith, wheelwright, carpenter, shoemaker, tailor, and harness-maker trades, being of the most general application, may be taught at the larger schools. Where such mechanics are not provided

for the schools, pupils should, so far as practicable, receive instruction from the agency mechanics.

254. The girls shall be systematically trained in every branch of housekeeping and dairy work; the cutting, making, and mending of garments for both men and women, as well as the nursing of the sick. They shall be regularly detailed to assist the cook, the seamstress, and the landress. Cooking classes should also be formed, by which the girls may learn how to prepare meals required for a small family and how to keep family expenses for food within the limits of economy.

255. Special effort shall be made to instruct youth of both sexes in the care of the tools, implements, and machines which they use.

256. The Department will not undertake to regulate the conduct of its employees in respect to their personal business affairs, but gross habitual commercial turpitude must be regarded as inconsistent with the qualities of character essential to honorable public service, and will be treated accordingly. (Department Circular June 9, 1897.)

257. Wherever practicable the "outing system" has proven a very successful feature of Indian education. Great benefits accrue to Indians of both sexes by placing them at service in families of farmers, although it be for a few months only, the girls sharing in all the domestic duties of the family life—cooking, sewing, dairying, etc.—the boys in farming, gardening, caring for stock, etc.

258. Authority from the Indian Office must first be obtained before inaugurating and carrying out the "outing system," and when so established regular reports must be made of all pupils so placed out, giving full data with reference to each.

259. If practicable, arrangements should be made to have the "outing" pupils attend public schools during the winter months.

260. Literary, musical, and religious clubs should be organized in the schools. In the more advanced schools they should be placed under the direction of the older pupils, but the school management should carefully guard them in all their details, so that the true interest and purpose of their associations may be subserved.

261. "Returned students" from the various schools should receive care and consideration from the agent. Information relative to them should be carefully gathered and the results collated. The Indian pupil who has returned to the reservation has many drawbacks from its environment which conspire to undo the work of painstaking instructors. Their interests should be looked after by the agent and other employees and a helpful hand at all times extended. They should be assisted to turn away from the wiles and drawbacks of tribal life, and to overcome the stubborn opposition of the older and conservative element of the tribe in retaining the result of years of educational training. From time to time agents should submit suggestions and recommendations with reference to improving the condition of "returned students" under their charge.

262. They should be encouraged to form associations for self-help. These associations should have for their object the study of the resources of their respective reservations, to aid each other in the development of these resources by encouraging individual and joint enterprises, to seek profitable markets for the products of their labor and enterprise, to seek employment for their members in districts adjoining the reservation, to foster thrift by the establishment of savings institutions, to support one another in resisting the tyranny of tribal customs and institutions and in the deliberate following of the progressive ways of American civilization; to receive, guard, and guide Indian youth that may return to the reservation from Indian and other schools; to aid and assist the agent in maintaining order, protecting their interests, and upbuilding their people.

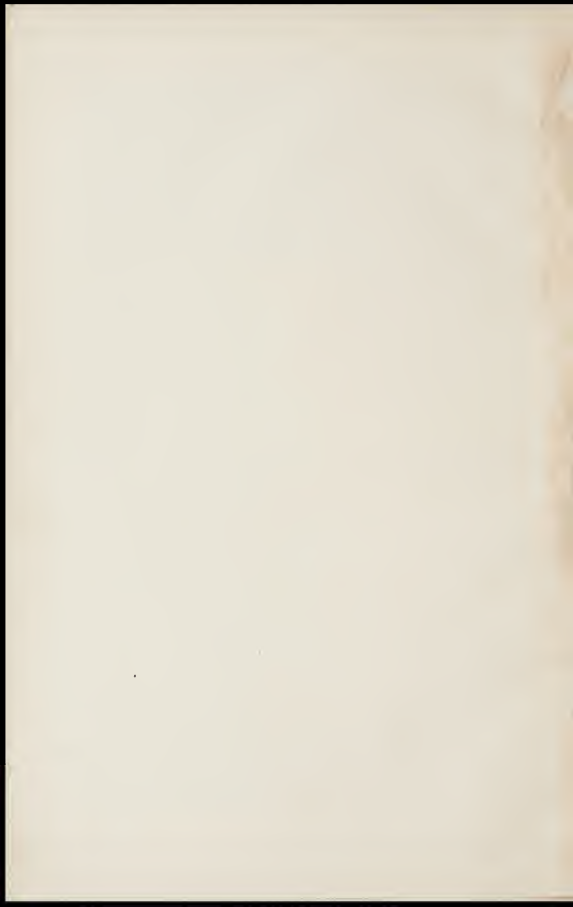
The above rules approved.

C. N. BLISS, *Secretary*.

JUNE 8, 1898.

○

2957—3



100
100
100
100





